



**State of Arizona
Department of Education**

Diane M. Douglas
Superintendent of
Public Instruction

TO: Alternate Assessment Test Coordinators
FROM: **Audra Ahumada**, Director of Alternate Assessment
DATE: April 1, 2016

ALERT: MSAA Updates – Locked Tests, Additional Test Materials, User Guides and “Closed” Tests

The MSAA Test window is now open! Please make sure TAs have confirmed the correct grade of the test before administering. If there is an issue with the student’s test grade call ADE at 602-542-8239.

Locked Tests

There have been several reports of locked tests for students. The reasons a test would lock are:

- The TA uses the back button at the top of the browser page rather than the save or exit buttons in the system
- The TA has two tests for one student open at the same time, or tests open for more than one student. This test was designed for 1:1 administration.
- The system timed out

If a student’s test is locked, the TA will have to call the MSAA Help Desk: 1-866-834-8879 and request that the test be unlocked. The test should unlock within 20-30 minutes.

Please share this information with your teachers.

Additional Test Materials for Students that are Deaf, Blind or Deaf/Blind

These materials should have arrived in your district this week if your order was placed before March 15. These materials are SECURE -- please make sure these materials are handled in a secure manner including their distribution to the teachers.

- Please keep the packaging the test materials were sent in. You will be required to return ALL secure test materials (Procedures Manual for Students that are Deaf, Blind or Deaf/Blind)
- These materials have bar codes in order to inventory upon their return. The TC will be notified if materials are missing
- These materials are to be returned once the test has been completed for the student (April 4 through May 20, 2016).

Closed Tests

There are (3) reasons a student's test should be closed:

- The student withdrew from current school
- The student does not meet eligibility criteria
- The student has no observable response

Reminder: The TC is not to close a student's test if the student has withdrawn or is no longer eligible until the final week of the MSAA Test Window. (See previous update from ADE).

The Closed Test due to no observable response is intended for only a very small percentage of students. These students must have gone through the Student Response Check and been administered the first four questions of the Math or ELA test. Only then can the student be determined as having no observable communication or response. (See training modules and *Test Administration Manual* for more detailed information).

- If a student's test is closed appropriately, then that student will count as a participant in state assessments for the spring 2016 operational administration.
- If a student's test is found to be closed inappropriately, the student may not count as a testing participant for state assessments or accountability.

ADE strongly recommends that a district choose to require that all Test Administrators contact their District Alternate Assessment Test Coordinator to approve a Closed Test for a student. All districts that have Closed Tests due to no observable communication will be contacted by the ADE Alternate Assessment Director once the test window closes. If at any time there are any questions regarding a closed test, contact the Alternate Assessment Unit at 602-542-8239.

MSAA User guides for Test Coordinator and Test Administrators

If you or your TAs are having trouble with the system or with how to complete a task, please reference the Users Guides which are posted on the Homepage of the MSAA System. These guides provide step-by-step instructions and screenshots to help navigate the system.

If you have any questions, please contact Audra Ahumada at 602.542.4061
(Audra.Ahumada@azed.gov).